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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 5450.219
OP-09B22C
29 SEP 1988

OPNAV INSTRUCTION 5450.219

From: Chief of Naval Operations

Subj: MISSION AND FUNCTIONS OF DIRECTOR, FIELD SUPPORT ACTIVITY
(DIRFLDSUPPACT), WASHINGTON, DC

Ref: (a) OPNAVNOTE 5450 of 5 Sep 1986 (NOTAL) (Canc frp:
Feb 87)

Encl: (1) Functions of DIRFLDSUPPACT
(2) Activities Supported by DIRFLDSUPPACT

1. Purpose. To publish the functions of the DIRFLDSUPPACT under the mission established by reference (a).

2. Mission. To establish, maintain, and coordinate a system of financial management to assist the Chief of Naval Operations (Assistant Vice Chief of Naval Operations) as a major claimant for assigned unified commands and Navy headquarters and activities; as directed by the Chief of Naval Operations (Assistant Vice Chief of Naval Operations), to initiate action in matters pertaining to the provision of funds, manpower, and facilities to assigned unified commands and Navy headquarters and activities; and to evaluate the utilization of such resources and initiate or recommend appropriate corrective action.

3. Status and Command Headquarters. The FLDSUPPACT is a management headquarters support activity in an active (fully operational) status under a Director. The Director is assigned additional duty as Assistant for Field Support (OP-09BF) within the Office of the Chief of Naval Operations (OPNAV).

a. Command

- 1 Chief of Naval Operations (CNO)
- 2 Director, Field Support Activity

b. Area Coordinator: COMNAVDISTWASHDC

4. Commanded and Supported Activities. FLDSUPPACT is a tenant of COMNAVDISTWASHDC.

a. Commanded. Serves as the Immediate Superior in Command of the Consolidated Civilian Personnel Office, Washington, DC.

29 SEP 1986

b. Supported. Provides the functional support specified in enclosure (1) to designated activities as listed in enclosure (2).

5. Action. In accomplishing the assigned mission, the Director, Field Support Activity shall ensure performance of the functions in enclosure (1). Send proposed changes to this instruction to the CNO (Assistant Vice Chief of Naval Operations (OP-09B)).



Larry G. Vogt
Assistant Vice Chief of Naval
Operations

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OP-09B2

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29 SEP 1986

FUNCTIONS OF THE DIRECTOR, FIELD SUPPORT ACTIVITY

1. Subject to the management authority of the Assistant Vice Chief of Naval Operations, functions performed are:

a. Financial Management

(1) Reviews requirements submitted by assigned activities; determines appropriate funding levels; prepares, submits and defends all budgets (appropriated and non-appropriated funds) for activities and programs in the CNO claimancy.

(2) Allocates and reallocates (as necessary) all funds, apportioned for the CNO claimancy, to assigned activities and programs.

(3) Develops guidelines and criteria for the collection of financial data and prepares required financial reports and analyses.

(4) Monitors adherence to legal and administrative limitations on the use of funds; reviews cases of violations or apparent violations; takes and/or directs remedial action as required.

(5) Develops Program Objective Memorandum (POM) submissions for activities and programs assigned to the CNO claimancy. Defends the submissions during the Department of the Navy (DON) and Office of the Secretary of Defense (OSD) reviews.

b. Civilian Manpower Management

(1) Reviews requirements submitted by assigned activities; determines appropriate civilian manpower levels; prepares, submits and defends all civilian manpower budgets activities in the CNO claimancy.

(2) Allocates and reallocates (as necessary) all civilian manpower authorizations, for the CNO claimancy, to assigned activities.

(3) Develops guidelines and criteria for the collection of civilian manpower data and prepares required reports and analyses.

(4) Develops civilian manpower POM submissions for activities assigned to the CNO claimancy. Defends the submissions during the DON and OSD reviews.

29 SEP 1986

c. Military Manpower Management

(1) Coordinates military manpower requirements and allowances for assigned activities with cognizant OPNAV Resource Sponsors, recommending changes when necessary.

(2) Maintains records of military manpower authorizations for assigned activities and coordinates directed changes with the activities and cognizant OPNAV offices.

(3) Provides technical advice to the Assistant Vice Chief of Naval Operations in adjudicating peacetime and mobilization military manpower requirements for assigned activities.

d. Facilities Management

(1) Prepares the CNO claimancy portion of the Military Construction Program. Justifies the program throughout the budget review process. The program includes construction projects, minor construction and alterations.

(2) Budgets for and provides management oversight for special projects at activities within the CNO claimancy.

(3) Reviews and approves real estate transactions, including acquisition, transfer, disposal and lease, for assigned activities. Manages and coordinates final disposition of the inactivated real property inventory assigned to the CNO claimancy.

e. Administrative Programs Management

(1) Administers and/or coordinates the following programs as they apply to the CNO claimancy:

- (a) Civilian Mobilization Manpower Allocations/Requirements Plan (CIV-M-MARP);
- (b) Commercial Activities (CA);
- (c) Defense Regional Interservice Support (DRIS); Includes the Joint Interservice Regional Support Group (JIRSG) for the National Capital Region;
- (d) Diners Club Credit Card (Travel);
- (e) Efficiency Reviews (ER);
- (f) Federal Employees Compensation Act (FECA);
- (g) Navy Occupational Safety and Health (NAVOSH);
- (h) Pay Deposited Quicker (PDQ);
- (i) Practical Comptrollership Course (PCC) and

29 SEP 1986

Professional Military Comptroller School (PMCS), administers training quotas for the claimancy;

(j) Shore Base Readiness Report;

(k) Shore Manpower Document (SHMD). Includes Shore Operational Capabilities (SHOROC).

f. Other

(1) Provides direction and guidance to all elements of the CNO claimancy, on matters of resource management.

(2) Monitors the resource management policies and procedures of assigned activities.

(3) Reviews and takes action as necessary on external audit matters including audit resolution and follow-up, related to assigned activities.

(4) Takes and/or recommends necessary action with respect to maintenance of data in the Five Year Defense Program (FYDP) and Navy Cost Information System (NCIS) for assigned activities and programs.

(5) Maintains an Internal Review Program for the Field Support Activity and the Consolidated Civilian Personnel Office, Washington, DC.

(6) Administers special funds and programs for the CNO claimancy as assigned. Attachment A lists the currently assigned special funds and programs.

29 SEP 1986

FIELD SUPPORT ACTIVITY
SPECIAL FUNDS AND PROGRAMS

<u>Budget Activity</u>	<u>Funds/Programs</u>
2	Military Sealift Command Admin Contingency
2	Military Sealift Command Joint Deployment System
2	Physical Security (Special Program)
2	Overseas Banking
2	Joint Communications Unit
2	Joint Special Operations Navy, Fort Bragg, NC
2	War Games (CNO Staff Offices)
2	Joint Exercises
2	Tactical Readiness
2	Naval Warfare Management
2	Marine Corps Aircraft Flying Hour Program
3	General Defense Intelligence Program (includes support for CINCPAC, CINCLANT, LANTDAC, and IPAC)
3	Worldwide Military Command and Control System (includes support for CINCPAC, CINCLANT, COMUSKOREA and COMUSJAPAN)
4	Sealift Prepositioning (SEALIFT/SURGE)
7	Office of Chief of Naval Research Labs - Base Operations for Navy R&D
8	Veterans Educational Assistance Program
8	Educational Assistance Test Program
8	War Gaming (SPAWARSYSCOM)
9	Personnel Exchange Program
9	Vice President's Grounds Support
9	Federal Buildings Fund
9	White House/Marine Corps Development and Education Command
9	Indicia Mail
9	External Public Affairs (includes support for CINCPAC, CINCLANT, USNA, NAVWARCOL, COMNAVDIST WASHDC, NAVPGSCOL AND NAVCENT)
9	Historical Ships (includes support for USS CONSTITUTION and ex-NAUTILUS)
9	Unemployment Compensation

29 SEP 1986

- 10 Navy Support to MAAGS, MILGRPs, and DAOs
(provides support for Navy-peculiar requirements
and medical travel to Navy personnel at 110
MAAGs, MILGRPs, and DAOs world-wide)
- 10 Latin American Cooperation (includes support for
CNO Staff Offices; CINCLANTFLT; CINCPACFLT; CMC;
COMNAVMEDCOM; COMNAVOCEANCOM; COMNAVTELCOM;
NAVWARCOL; and NAVBASEs Charleston, Philadelphia,
Norfolk, San Diego)
- 10 Office of Chief of Naval Research - Technology
transfer

29 SEP 1986

ACTIVITIES SUPPORTED BY THE DIRECTOR, FIELD SUPPORT ACTIVITY

<u>Budget Activity</u>	<u>Activity</u>
1	Naval Space Command, Dahlgren, VA
2	Commander in Chief, U.S. Atlantic Command, Norfolk, VA
2	Commander in Chief, U.S. Pacific Command, Honolulu, HI
2	Commander, Mine Warfare Command, Charleston, SC
2	Commander, U.S. Naval Forces Southern Command, PN
2	Commander, U.S. Naval Forces Central Command, Pearl Harbor, HI
2	Naval Imaging Command, Washington, DC
2	Naval Strike Warfare Center, Fallon, NV
2	Navy Broadcasting Service, Washington, DC
2	Navy Fighter Weapons School, San Diego, CA
2	Navy Internal Relations Activity, Washington, DC
2	Navy Tactical Interoperability Support Activity, San Diego, CA
2	Operational Test and Evaluation Force, Norfolk, VA
3	Naval Security and Investigative Command, Washington, DC
7	Naval Data Automation Command, Washington, DC
8	Defense Training Data and Analysis Center, Orlando, FL
8	Naval Justice School, Newport, RI
8	Naval War College, Newport, RI
8	Naval Postgraduate School, Monterey, CA
8	United States Naval Academy, Annapolis, MD
9	Automatic Data Processing Selection Office, Washington, DC
9	Board of Inspection and Survey, Washington, DC
9	CNO Staff Offices, Washington, DC
9	Consolidated Civilian Personnel Office, Washington, DC
9	Naval Data Automation Command, Washington, DC
9	Naval District Washington, DC
9	Naval Historical Center, Washington, DC
9	Naval Legal Service Command, Alexandria, VA
9	Naval Safety Center, Norfolk, VA
9	OPNAV Support Activity, Washington, DC

Enclosure (2)